

APPLICATION FOR RECORDS DISPOSITION STANDARD

marta

INSTRUCTIONS: Prepare in duplicate and forward to the Records Management Analyst, Management Systems Division

3. Dept., Division, Subdivision & Administering Office Address MARTA DTO - Division of Transportation 125 Pine Street Atlanta, Ga. 30308			FOR RECORDS MANAGEMENT DIVISION USE Date Received Application No. Date Completed JUN 17 1975 75-132 JUL - 9 1975										
4. Person to Contact Mr. C. L. White		5. Working Title Records Supervisor		6. Telephone No. 586-5302									
7. ACTION REQUESTED <input checked="checked" type="checkbox"/> ESTABLISH DISPOSITION STANDARD; RECORD WILL CONTINUE TO ACCUMULATE. <input type="checkbox"/> DISPOSE OF PRESENT ACCUMULATIONS; NO FURTHER ACCUMULATION ANTICIPATED.													
8. Earliest & Latest Dates of Series 1973 PRESENT		9. Exact Series Title Bus Operators Daily Sick List File.											
10. What is the function of the office in which this record series is created? <div style="text-align: center; font-size: 1.2em;">SEE ATTACHED.</div>													
11. This file contains the following documents (include form numbers and titles, if any, and file arrangement): Documents relating to: Availability of bus operators incapable of performing their daily work due to illness Included are: Daily sick list report <i>sheet only</i> File is arranged: chronologically by day by year.													
ATTACH SAMPLES OF THE FILE													
12. Equipment Occupied Letter-size File Drawers Legal-size File Drawers Storage boxes		No. of Drawers 2		Cu. Ft. of Records 2									
Annual Rate of Accumulation 1		Floor Space Occupied (Square Feet) 1		No. of Drawers Cu. Ft. of Records In Office(s) In Storage Area(s) <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;">This Year's</td> <td style="width: 25%;">Last Year's</td> <td style="width: 25%;">Preceding Year's</td> <td style="width: 25%;">All Prior Year's</td> </tr> <tr> <td style="text-align: center;">1</td> <td style="text-align: center;">0</td> <td style="text-align: center;">0</td> <td style="text-align: center;">0</td> </tr> </table>		This Year's	Last Year's	Preceding Year's	All Prior Year's	1	0	0	0
This Year's	Last Year's	Preceding Year's	All Prior Year's										
1	0	0	0										
AVERAGE DAILY REFERENCES 1		 0		 0									

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain

- YES NO
13. ☒ ☐ Is this the Record Copy of the series?
14. ☐ ☒ Is there a duplication of this series in another office or agency?
15. ☐ ☒ Is the information contained in this series ever summarized or published? Attach copy.
16. ☐ ☒ Does the series contain classified information requiring security handling?
17. ☐ ☒ Does the series initiate, amend or terminate agency policies and procedures?
18. ☒ ☐ Could the function be performed if the files were lost or destroyed?
19. ☐ ☒ Is the series (or major portion of it) regularly microfilmed? If yes, why?
20. ☐ ☒ Does the record series provide data as input to an EDP file?
21. ☐ ☒ Does the record series contain documentation produced as EDP printout?
22. ☐ ☒ Has the Federal Government issued instructions governing retention/disposition of these files?
23. ☐ ☒ Will there be a need for these records 10, 15 years from now? If yes, what?

24. REQUIREMENTS. The following requires the files to be kept 3 years:

- a. ☐ STATE LAW b. ☐ STATUTE OF LIMITATION c. ☐ AUDIT PERIOD d. ☐ FEDERAL LAW e. ☒ ADMINISTRATIVE DECISION f. ☐ HISTORICAL VALUE
- (Cite Law, Statute, or other reason for the retention requirement)

Mr. C. L. White

25. AGENCY RECOMMENDATIONS: This agency recommends that the file series be cut off at the end of each

☒ CALENDAR YEAR ☐ FISCAL YEAR ☐ Other

- ☐ Hold in the current files area _____ month(s)/ _____ year(s):
- ☒ Transfer to ☒ State Records Center ☐ Local Holding Area; hold 3 year(s):
- ☒ Destroy.
- ☐ Transfer to Archives for permanent retention.
- ☐ Destroy immediately after cut-off.
- ☐ Other: (Specify)

(Indicate briefly rationale for recommendations above/or write additional remarks):

26. APPROVALS

Approved	Department Records Management Officer	Date	Approved	Legal Counsel	Date
	<i>H. L. Taylor</i>	5-14-75		<i>Wayne P. ...</i>	5-19-78
Approved	Division Head / Designee	Date	Approved	Division of Audit	Date
	<i>V. O. ...</i>	5-14-75			
Approved	Department Head / Designee	Date	Approved	MARTA Management Advisory Committee	Date
	<i>H. L. Taylor</i>	5-14-75			
Approved	Records Management Analyst	Date	Approved	Department of Archives and History	Date
	<i>Douglas M. ...</i>	5-14-75		<i>Carroll ...</i>	7-9-78